



Legal Assistant Yellowstone County Equal Opportunity Employer



*Yellowstone County encourages applications from diverse candidates
and candidates who support diversity.*

Posting Date: October 27, 2022

Department: County Attorney

Salary: \$20.22/hour

Grade: E

FLSA: Non-Exempt

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.*

Union Status: MFPE

**Overtime as required*

**For Fast-Track processing, send resumes to
countyattorney@yellowstonecountymt.gov**

Applications will be accepted until positions are filled.

FUNCTION:

Full-time position, which provides paralegal, secretarial, and related administrative support operations for the County Attorney's Office; assists with preparing and filing of court documents; does related work as required. The work is performed under the general direction of assigned attorneys, the Office Administrator, and the Legal Office Supervisor.

REQUIRED:

- Graduation from high school or GED; **and**
- Associate's Degree in Paralegal Studies, Legal Assistant, Criminal Justice, or closely related field; **and**
- One (1) year of paralegal, legal assistant, medical administrative assistant, or legal secretary experience; **or**
- Any equivalent combination of experience and training totaling three (3) years.

CERTIFICATIONS:

- Notary Public within six (6) month probationary period.

DESIRED:

- Experience with Adobe Acrobat, JustWare, Filevine, Sanction, LaserFiche, LERMS, and CJIN;
- Type 50 WPM;
- Proficiency with Microsoft applications.

Job description available upon request.

TO APPLY:

1. **County Application**
2. **Resume**
3. **Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT 59102. **Late or incomplete materials will not be considered.** Download application at www.yellowstonecountymt.gov Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705. **NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.